



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

11/24/15

Wardean Allen
622 W 64th St
Davenport, IA 52806

Dear Child Care Provider,

This letter is in regards to the 11/20/15 compliance check of your Level A, Registered Child Development Home. Lisa Hilsenbeck was present during the compliance visit. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

FINDINGS: *Identify FINDINGS in each area of non-compliance.*

☐ 441 IAC 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Non-compliance items marked below.

☐ 441 IAC 110.5(1)“a” The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child’s parent, for a responsible person who can be reached when the parent cannot, and for the child’s physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information

Need to post emergency numbers for police, fire, ambulance and poison control by the phone. Emergency numbers for children need to be accessible by the phone and a copy of emergency numbers must be kept in vehicles used to transport children.

☐ 441 IAC 110.5(1)“b” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

Need to move aerosol can that is by the bathroom sink.

☐ 442 IAC 110.5(1)“d” Medications shall be given only with the parent’s or doctor’s written authorization. Each prescribed medication shall be accompanied by a physician’s or pharmacist’s direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child’s name. All medications shall be stored properly and, when refrigeration is required, shall be stored in a separate, covered container so as to prevent contamination of food or other medications. All medications shall be stored so they are inaccessible to children. Any medication administered to a child shall be recorded, and the record shall indicate the name of the medication, the date and time of administration, and the amount given
Need to document any medication given to a child during care hours. DHS provided sample medication form.

☐ 441 IAC 110.5(1)“e” Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous
Need to cap outlets in the bedroom and living room.

☐ 441 IAC 110.5(1)“f” Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers
Need to move Christmas items at least 3 feet away from the furnace and water heater.

☐ 441 IAC 110.5(1)“j” Emergency plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.
Need to post emergency plan by the front door.

☐ 441 IAC 110.5(1)“k” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file
Need to complete fire and tornado drills monthly and document. DHS provided sample form.

☐ 441 IAC 110.5(1)“n” The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer’s recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
Need smoke detector in bedroom used for care. Replace smoke detector in hallway and replace the batteries in the smoke detector at the top of the basement stairs. Need to test smoke detectors monthly and document. DHS provided sample form.

☐ 441 IAC 110.5(1)“o” Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home’s hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.

All signs shall include:

(1) The telephone number for reporting complaints, and

(2) The Internet address of the department of public health (www.iowasmokefreeair.gov)

Need a no smoking sign on your back door.

☐ 441 IAC 110.5(1)“q” Providers shall inform parents of the presence of any pet in the home.

(1) Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal’s routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice).

Need annual pet record for dog documented on required form 470-5153.

☐ 441 IAC 110.5(1)“u” The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.

Need to write a policy for caring for mildly ill children. Contact Kathy Yoke at CCR&R for assistance writing your policy. Kathy can be reached at 563-324-3239 x 1432.

☐ 441 IAC 110.5(1)“v” The provider shall have written policy and procedures for responding to health-related emergencies

Need to write a policy for responding to health-related emergencies. Contact Kathy Yoke at CCR&R for assistance writing your policy. Kathy can be reached at 563-324-3239 x 1432.

☐ 441 IAC 110.5(2)“a” A physician’s examination report for the provider and all members of the household . Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

Need physicals for Wardean, Danera & Savannah. All household member physicals are required to be documented on form 470-5152. DHS provided a copy of the required form.

☐ 441 IAC 110.5(7) Meals. Regular meals and midmorning and midafternoon snacks shall be provided which are well-balanced, nourishing, and in appropriate amounts as defined by the USDA Child and Adult Care Food Program. Children may bring food to the child development home for their own consumption, but shall not be required to provide their own food

Currently not on Food Program. Discussed. Sweet peas today. Wardean did not identify any other meal components.

☐ 441 IAC 110.5(8) Children's Files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

4 children enrolled. 0 children files were reviewed.

☐ 441 IAC 110.5(8) "a". Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child, and the parent's work address and telephone number.

Need identifying information for all 4 children in care.

☐ 441 IAC 110.5 (8) "b". Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child's regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.

Need emergency information for all 4 children in care.

☐ 441 IAC 110.5(8) "c". A signed medical consent from the parent authorizing emergency treatment.

Need medical consent for all 4 children in care.

☐ 441 IAC 110.5(8) "d". An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician

(1) The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.

(2) The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.

(3) For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report.

(4) The examination report or statement of health status shall be on file before the child's first day of care

Need admission physicals for all 4 children in care.

☐ 441 IAC 110.5(8) "e". A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.

Need a statement of health for all 4 children in care.

☐ 441 IAC 110.5(8) "h". For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.

Need physicals for all 4 children in care.

☐ 441 IAC 110.5(8) “g”. A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable.

Need immunizations for all 4 children in care.

☐ 441 IAC 110.5(8) “f”. A list signed by the parent which names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.

Need a list of authorized people who can pick up for all 4 children in care.

☐ 441 IAC 110.5(8) “i”. Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:

(1) Times of departure and arrival.

(2) Destination.

(3) Persons who will be responsible for the child

Need activity permission for all 4 children in care.

☐ 441 IAC 110.5(8) “j”. Injury report forms documenting injuries requiring first aid or medical care

Need injury report forms to document any injuries/incidents that occur while children are in care.

Suggestions for Improvement:

Due to the multiple identified concerns and because many of the items are the same items from last year, Wardean should consider switching to Non-registered child care. Wardean can discuss this option further with Kathy Huinker, Kathy Yoke or Lisa Hilsenbeck.

Contact Kathy Yoke at CCR&R (563-324-3239 x 1432) to help with your non-compliance items.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home on or after ***1/12/15***.

Please do not hesitate to contact me at DHS at 563-326-8215 if you have any questions regarding this letter.

Sincerely,

Kathy Hwinker, SWII

Social Worker II

MACHELLE PEZLEY

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).